

Council on Technology Services masthead

## COTS Workgroup Charter

### GENERAL INFORMATION

*Information provided in this section establishes a specific name for the workgroup to be chartered, including the date the charter was approved or modified by COTS.*

**Workgroup Name:** Commonwealth Enterprise Systems **Date Established:** January 31, 2002

**Modification Date:** n/a

### WORKGROUP MISSION

*This section communicates the purpose of the workgroup and the charter that is being established.*

By

June 30, 2002, this workgroup will complete the analysis required to determine the feasibility and appropriateness of the Commonwealth's implementation of commercially-available enterprise system that integrates the central-agency financials and human resources information systems. The proposed integrated

system would replace the Commonwealth Accounting and Reporting System (CARS), Commonwealth Integrated Payroll/Personnel System (CIPPS), Benefits Eligibility System (BES), Fixed Asset Accounting and Control System (FAACS), Personnel Management Information System (PMIS), and Program Budgeting (PROBUD).

### Workgroup Objectives and deliverables

*This section defines the goals and objectives of the workgroup as they relate to the goals and objectives of COTS. COTS must approve the workgroup performance measurement plan that will be used to measure successful accomplishment of workgroup objectives.*

This study represents an important step in bringing the COTS technology vision to life, within an

enterprise business context. Previous COTS workgroups have formulated technology-related standards, policies, and guidelines that form, collectively, a technology vision for the Commonwealth. The

workgroup will envision a technology-enabled framework for the existing information management systems and processes with which the Commonwealth of Virginia conducts payroll, human resources, purchasing, accounting, and budgeting functions. Included in this framework will be a description of how these applications could better meet the needs of the Commonwealth. The objective of this workgroup is to gather the requisite information needed to release a Request for Proposal (RFP) for the development of a Business Case for enhancing or replacing the Commonwealth's current information management applications and simultaneously improving the associated business practices. The Business Case will analyze the Commonwealth's current central-agency processes, technology, and application architecture. Overall, the study will provide a recommended strategy for reengineering selected State business processes and enhancing or replacing the Commonwealth's current information management systems. This information would then be included in the RFP issued to qualified systems integration companies experienced in performing similar types of studies for state governments.

The deliverables associated with this workgroup include:

- *Overall assessment of the current state of affairs*
- *Degree of integration existing now*
- *Amount of duplication of data input and maintenance*
- *Amount of management*

*information needed to support decision making*

- *Completeness of reporting capabilities*
- *Appropriateness of chart of accounts*
- *Complexity and number of external interfaces*
- *Level of maintenance and modification costs*
- *Consistency of data*
- *The risks and rewards of this endeavor*
- *The appropriateness of reviewing managed services and application hosting alternatives*

- *The risk management requirements*

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*The opportunities to participate in electronic commerce activities*

- *The identification and acceptance of alternative implementation strategies*
- *The strategies for ensuring the long-term viability of the technology investment.*

The scope of the workgroup study will include the following central-agency functions:

## **Workgroup Organization**

*This section explicitly names the workgroup chairperson and may define his or her role and responsibility over the workgroup and discusses the overall structure of the workgroup organization and its roles and responsibilities.*

Bernie Hill, Assistant Commissioner & CIO for the Virginia Department of Transportation has been appointed by the Secretary of Technology to chair the Commonwealth Enterprise Systems Workgroup. Bernie, in consultation with the Secretary of Technology, will select the members of the workgroup from a list of volunteers and nominees.

Because the scope of this study will transcend four agencies and two Secretariats, it is critical that the workgroup include designees from the Department of Human Resources Management, the Department of Accounts, the Department of Planning & Budget, the Department of General Services. The workgroup will be comprised of volunteers among COTS members and the vendor community (non-voting members).

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